

**From:** Williams, Edwina (VDSS)  
**Sent:** Friday, July 21, 2017 3:10 PM  
**To:** DSS\_Licensing  
**Subject:** Fingerprint Communication

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# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF SOCIAL SERVICES

**DATE:** July 20, 2017

**TO:** Licensed Child Placing Agencies  
Local Departments of Social Services  
Children's Residential Facilities

**FROM:** Charlene Vincent, Director  
Division of Licensing -Children's Programs

**SUBJECT:** Addition of fingerprint vendor for criminal background checks

This memo is the first of several memos related to changes to the fingerprint criminal background process. The Virginia Department of Social Services (VDSS) has contracted with a fingerprint vendor that all providers will use in the future to process fingerprint criminal background checks.

A fingerprint vendor is being used to streamline the criminal background process. In the coming months, all child care providers (child day centers, family day homes, etc.) will begin to conduct fingerprint criminal background checks, greatly increasing the number of background checks being processed through the Office of Background Investigations (OBI). In addition to the use of the vendor, OBI staff is also being increased.

**What this means for your agency:** Once the fingerprint vendor is in place and new processes are implemented, your agency will no longer submit requests for criminal background fingerprint checks to OBI as all requests will be processed through the fingerprint vendor. The vendor will collect all identifying information on the applicant, collect fees, take prints, and electronically submit the information to the Virginia State Police (VSP), the Federal Bureau of Investigations (FBI), and OBI. OBI staff will continue to screen criminal history record results received from VSP and FBI in order to provide the requesting agency a determination of eligibility on the individual being searched. Many of OBI staff's current duties will be eliminated such as receiving and reviewing requests, depositing money, scanning requests to the State Police, etc.

Use of a statewide fingerprint vendor will improve the efficiency of the criminal background fingerprint process as:

- The number of locations where persons can be fingerprinted and the times available to be fingerprinted will increase.
- The process of submitting an individual's personal identifying information, fingerprints, and payment will be completed through an online registration site.
- Fingerprinting rejection rates and print errors will decrease.

While we do not have all the information yet, we want to start sharing with you what we do know. Fieldprint is the company that was awarded the contract to provide fingerprinting services statewide. Fieldprint has experience providing fingerprinting services nationwide for the federal government, state governments, and private companies. Weekly meetings are occurring with Fieldprint and VDSS to work out the details of implementation and updates to information systems.

An implementation plan has not been determined at this time. In an attempt to not overwhelm the system with thousands of fingerprint checks at once, there will be a plan to stagger start dates that indicate when programs will begin using the fingerprint vendor to submit fingerprints. More information will be provided when the implementation plan has been finalized.

The cost of fingerprinting has been determined. The total cost will cover fees for Fieldprint, Virginia State Police, FBI, and OBI.

Employees, foster/adoptive parents, relative placement/kinship foster, birth parents, household members	\$57.00
Volunteers (children's residential facilities)	\$38.00

Payment will be due when an individual signs up for a fingerprinting appointment online. For those agencies that cover the cost of a background search, there will be opportunities to set up billing accounts through Fieldprint. Information about registration and billing will be included in a later memo.

You will be given advance notice of when the fingerprint background checks process through Fieldprint will begin. Until that time, please continue to follow the fingerprint background check process you have been following.

We appreciate your cooperation during this transition and as more information is available, we will share it with you. Thank you for the work you do with keeping the children in Virginia safe.